



**EDUCATION CABINET
OFFICE OF VOCATIONAL REHABILITATION**

STEVE BESHEAR
Governor

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(502) 254-3195
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THOMAS O. ZAWACKI
Secretary
DAVID BEACH
Exec Director

SERVICE FEE MEMORANDUM

PS-13-14- 11

TO: Office of Vocational Rehabilitation (OVR) Staff
Branch Managers, Counselors and Assistants
CDPVT Director, Case Management Director, and Counselor(s)
Office for the Blind (OFB) Staff
Gerry-Gordon Brown and Vanessa Denham, Client Assistance
Program (CAP)

FROM: Patricia Selch MRC, CRC
Central Office Administrator
Systems and Fiscal Management Branch

DATE: June 3, 2014

RE: Redwood Essential Skills for Workplace Success (ESWS) Program
(Available to transition students from Kenton County)

The purpose of this Service Fee Memorandum is to outline to details of the Redwood Essential Skills for Workplace Success (ESWS) Program. This is a program available to transition students in Kenton County who have interest in obtaining a career and receiving training, as well as a postsecondary goal in their IEP supporting this pathway. It will outline the reimbursement amounts and budget as well as the requirements of Redwood for reimbursement.

Redwood will offer a specialized vocational skills program called Essential Skills for Workplace Success (ESWS) Program through the Employment Skills Training Center. This is available to students in the Kenton County school district, who are also consumers of the Kentucky Office of Vocational Rehabilitation (OVR), and have chosen to participate in the program.

Students are required to have basic computer skills and those who require assistive technology to access the computer, should be proficient in its usage prior to the first day of class. Candidates for the program shall have an interest in obtaining a career and receiving training, as well as a postsecondary goal in their IEP supporting this pathway. Students will use customized assistive and computer technology to enhance computer access, communication and learning. At the discretion of the school & OVR, students will be placed in



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either the AM or PM class. Students can attend one or both semesters, also at the school discretion and per approval from the OVR.

The outline of the program is as follows:

Semester 1	Mo	Wks	Session Days	# Days	Program Fees	Materials Fee
Essential Skills for Workplace Success Teaches Personal/Interpersonal/Communication Skills; Professional Development; Job Preparation; and an Applied Concepts Lab. (Refer to Course Description for details)	4	15	T & Th	30	\$675	\$140

Semester 2	Mo	Wks	Session Days	# Days	Program Fees	Materials Fee
Essential Skills for Workplace Success Teaches Personal/Interpersonal/Communication Skills; Professional Development; Job Preparation; and an Applied Concepts Lab. (Refer to Course Description for details)	4	15	T & Th	30	\$675	\$140

Outcomes

At the completion of the Essential Skills for Workplace Success (ESWS) Program, consumers will receive a certificate of completion certifying the successful completion of the program including a list of the skills learned. Consumers will be prepared to begin a job search and apply skills in a work setting. Consultation with the OVR counselor will determine the next step for the consumer.

Authorizations:

The above services are billed using the district budget (BUN) and Expenditure Code 10P Vocational Assessment. The fee will be pre-authorized and paid upon receipt of the report, certificate completion and the invoice.

Vendor Number: VC0000121232
Vendor Address: Redwood School and Rehabilitation Center
71 Orphanage Rd
Ft Mitchell, KY 41017



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